

Agricultural Marketing Service
Office of the Deputy Administrator, Marketing Programs
Dairy Division
Grading Branch
National Field Office
GS-326-3
Office Automation Clerk

SJ DD3

I. INTRODUCTION

The position is located in the National Field Office of the Grading Branch, Dairy Division. The Branch is responsible for the inspection and grading of dairy products.

The incumbent serves as an Office Automation Clerk responsible for performing a variety of clerical and typing support duties.

II. DUTIES AND RESPONSIBILITIES

A. Clerical

Verifies accuracy and completeness of information on graders' certificates, manifest, memoranda, worksheets etc., by checking fees and expenses and hourly rates; checking lot numbers and weights on certificates; making corrections and inserting missing information as needed, i.e., authorization numbers, fees, weights etc.; and, alerting supervisor of unusual problems, outstanding errors or deficiencies.

Receives, opens and distributes mail. May prepare Time and Attendance reports and may serve as office receptionist. Assists in maintenance of files of certificates, plant surveys and other pertinent records.

Prepares bills for reimbursable service performed by graders (i.e, Form DA-174, Continuous Service Rendered). Tabulates bills from Time and Attendance report figures, assignment worksheet and travel voucher data.

Prepares input documents for submission to the National Finance Center (NFC) through a computer data base system. Assigns new applicant numbers as needed and transmits information to NFC. Verifies amounts billed by NFC to assure correct billing.

Reviews delinquent listing prepared by NFC and verifies that amounts shown are correct. on occasion receives the companies payment in the Office and submits to NFC.

Verifies billings submitted by States under Cooperative Agreement for services provided by State employees, and accounts for expenses and fees from States for work done by Federal employees.

Prepares and types the billing register which includes the amount billed by management codes for each accounting cycle and prepares a summary of income per cycle.

Assists in the twice yearly inventory of all forms and supplies. Receives and fills orders for forms and supplies. Assists in the mailing of supplies to field personnel and the sealing of mail leaving the office.

Performs other clerical duties as assigned, including receiving visitors and telephone calls from members of the Dairy industry, and requesting grading services, laboratory results, etc.

B. Typing

Utilizing an electric typewriter and/or micro-computer for word processing and/or related functions, types a variety of materials including letters, reports, tabulated data, memoranda etc., from rough long-hand and/or typed rough drafts into final format, as well as from voice recordings.

Utilizing a computer data base system, types grading certificates for butter, cheese, dried or evaporated milk or other dairy-related products; prepares plant survey reports for various plants e.g. cheese, butter, evaporated and dry milk plants; and, complex reports and forms in accordance with prescribed formats.

Performs other typing and/or word processing duties as assigned and is responsible for the correct format, punctuation, spelling, and grammar etc. of typed product.

III. FACTORS

1. Knowledge Recruired by the Position (FLD 1-2, 200 points)

General knowledge of the dairy grading program, particularly as it relates to the billing function and fee structure for various services provided.

Knowledge of procedures and forms used in preparing bills for the various kinds of services provided.

Knowledge of the clerical procedures used in the Office and the organization to properly review graders' memoranda, verify fees and process requests for regrading received from the CCC.

Knowledge of office filing system to maintain certificates, plant surveys and other pertinent records.

Knowledge of grammar, punctuation, spelling, and formats required in typing grading certificates, plant survey reports, and other correspondence.

Skill in operating an electric typewriter and/or a micro-computer for word processing and related functions.

A qualified typist is required.

2. Supervisory Controls (FLD 2-2, 125 points)

The incumbent is under the general supervision of the Administrative Officer or his/her designee. Day-to-day work is performed independently with little or no review and instructions are provided only when unusual problems arise. Instructions are provided for new and/or unusual assignments. Work is reviewed by the supervisor to assure accuracy and compliance with procedures and for appearance, completeness, and typographical errors.

3. Guidelines (FLD 3-2, 125 points)

Guidelines include the Correspondence Handbook for typing/word processing work and Agency and Branch procedures, directives and internal guidelines for clerical work. The incumbent uses judgment in selecting and applying the appropriate guides to fit specific situations.

4. Complexity (FLD 4-2, 75 points)

A variety of typing/word processing work is involved, including preparing plant survey reports, grading certificates, billing documents, and other correspondence. The incumbent must be able to type accurately, recognize the appropriate formats, the need for routing arrangements, and other program requirements.

The incumbent performs a variety of clerical duties including preparing bills, verifying fees, following-up on delinquent accounts, and receiving/reviewing requests for regrading.

5. Scope and Effect (FLD 5-1, 25 points)

The purpose of the work is to provide typing and clerical support to the Office. The work produced facilitates the work of the field graders and office management.

6. Personal Contacts (FLD 6-2, 25 points)

Personal contacts are with other employees in the office and Branch, with field personnel, plant employees, State Agency personnel, and NFC.

7. Purpose of Contacts (FLD 7-1, 25 points)

Contacts are for the purpose of receiving work assignments, responding to routine inquiries, obtaining or exchanging information regarding the work, and clarifying billing documents.

8. Physical Demands (FLD 8-1, 5 points)

Work is sedentary but may include some walking, bending, and carrying of light items such as books and files.

9. Work Environment (FLD 9-1, 5 points)

The work is performed in an office setting.

TOTAL POINTS = 605